

## **Chapter 70 – Other Administrative Regulations**

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## 70.10

### Coffee and Light Refreshments

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#### 70.10.10 The agency must first adopt written policies

An agency may not provide coffee and light refreshments at meetings and formal training sessions unless the agency has formally adopted written internal policies and procedures that describe the approval process for these items.

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#### 70.10.20 When may coffee and light refreshments be served?

70.10.20.a The agency head or authorized designee may approve the serving of coffee and light refreshments in the conduct of official State business at certain agency-sponsored meetings. This authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the agency head or authorized designee, where:

- The purpose of the meeting is to conduct agency business, provide formal training sessions that benefit the State, or recognize agency or employee accomplishments; and
- The meeting involves elective or appointive officials, State employees, or others the agency is legally authorized to reimburse; and
- The coffee and/or light refreshments are an integral part of the meeting; and
- The agency obtains a receipt for the actual costs of the coffee and/or light refreshments, and
- The agency person responsible for the meeting receives agency approval for the serving of coffee and/or light refreshments **prior** to the event.

70.10.20.b All legally authorized boards and commissions may provide coffee and/or light refreshments at their official public meetings, including executive sessions.

70.10.20.c Agencies **are not required** to provide coffee and/or light refreshments at meetings.

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**70.10.30****Expenditures for coffee and light refreshments are prohibited in some cases**

Agencies **may not** make expenditures for coffee and/or light refreshments in the following situations:

- For anniversaries of agencies, receptions for new, existing, and/or retiring employees or officials, election celebrations, etc.
- Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for coffee and/or light refreshments for those whom agencies are not legally authorized to reimburse.

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**70.10.40****Documentation of approval is required**

Agencies must document the request and approval for expenditures for coffee and/or light refreshments. Agencies may use a formally written agency memorandum for this purpose. The documentation should provide support for the authorization, including:

- The names of the State organizations or persons attending the meeting (includes conferences, conventions, and formal training sessions), and
- The purpose of the meeting or expenditure.

## **70.20**

### **Prospective Employee Interview Expenses**

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#### **70.20.10 Agencies may pay certain expenses for qualified prospective employees**

A State agency may pay a qualified prospective employee, as defined below, the necessary travel expense related to their employment interview. The agency head has the responsibility to exercise prudent judgment in the payment of interview expenses and to follow the travel reimbursement policies stated in this section and in the travel policies chapter of this policy manual.

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#### **70.20.20 Who is a qualified prospective employee?**

Qualified prospective employees are limited to applicants for positions that are described in Title 2 or Title 5 MRSA, or other personnel having both executive and professional status in specialized fields which require national recruitment.

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#### **70.20.30 Allowable travel expenses and reimbursement limits**

Allowable travel expenses are defined as necessary expenses, reimbursable by law, incurred by a prospective employee in traveling to and from an interview or merit system examination from out of State at the request of an agency head. Travel expenses may include:

- Transportation expenses,
- Per diem expenses, and
- Other miscellaneous travel costs.

Travel expenses may be reimbursed at rates not to exceed those established for State employees in the travel policy chapter of this policy manual.

For example, the agency may reimburse the prospective employee for transportation costs not to exceed the lowest class fare for the transportation mode used.

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**70.20.40      How expenses should be documented and paid**

The agency needs documentation of the travel expenses before reimbursing the prospective employee. The prospective employee should document and submit travel expenses on a Travel Expense Voucher in the same detail as required for travel reimbursement to State employees. Original invoices should be attached to the voucher or the agency file location referenced.

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**70.20.50      Prior authorization is required for classified positions**

If the prospective employee is applying for a classified position, the interviewing agency must secure prior authorization from the Bureau of Human Resources before offering to pay the prospective employee's travel expenses.